



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 7, 2014

Mary Moore-Johnson
1539 22nd Street
Des Moines, IA 50311

Dear Ms Moore Johnson,

This letter is in regards to the December 31, 2013 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

In the packet of forms that was left for your reference there is a page pertaining to Evacuation Plans. I believe its Page 14. At the bottom of this page there is a website for you to access the Polk County Assessors website. This website will give you a floor plan of your home and you can print this off to create your fire and tornado plan.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

On page 8 of your packet, there is a document that helps you keep track of testing smoke detectors and practicing emergency drills. I suggest placing this document on your refrigerator or another visible place so that it is easily remembered.

☐ 110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.

Any child under the age of 1 who is present during daycare hours of operation should sleep on a flat, firm surface on their back. This can be a crib manufactured in 2011 or newer, a pack and play, or firm mat on the floor. If the child rolls to a different position during their sleep you are not required to reposition them to their back.

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

The information on requirements for substitutes is for your reference. An assistant can assist you while you are present with the children. A substitute can care for the children while you are unavailable (i.e. doctor's appointment, running an errand, etc.) The number requirements for the amount of children you are allotted to care for continue to be the same with a substitute. An assistant allows you to have more children in your care as there are two of you present at all times.

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

110.5(9) The provider meets the following requirements:

110.5(10) Substitutes

Information for your reference.

☐ 110.5(10)a All standards regarding supervision and care of children apply to substitutes.

☐ 110.5(10)b Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.

☐ 110.5(10)c The substitute must be 18 years of age or older.

☐ 110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, incl

**110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "B"**

You were in compliance with the Category B requirements. I have included the information for your reference. I also understand that you would like to use your basement for childcare purposes and may be doing some remodeling. I have also listed the requirements for a permanent exit/egress window in the basement for your reference.

☐ 110.9(1)a Not more than six preschool children present at any one time including infants.

☐ 110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

☐ 110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

☐ 110.9(1)c Not more than four additional school-age children.

☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

☐ 110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

☐ 110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

☐ 110.9(2) Provider qualifications

☐ 110.9(2)a The provider is at least 20 years old.

☐ 110.9(2)b Has a high school diploma or GED.

☐ 110.9(2)c Meets one of the following:

☐ 110.9(2)a Has two years of experience working directly with children in childcare.

☐ 110.9(2)c Has a child development associate credential or any two-or four-year degree in a child related field and one year of experience as a registered or nonregistered child care provider.

☐ 110.9(3) Facility requirements

☐ 110.9(3)a There is a minimum of 35 square feet of child use floor space indoors for each child in care.

☐ 110.9(3)a There is a minimum of 50 square feet outdoors per child in care.

☐ 110.9(3)b There is a separate quiet area for sick children.

☐ 110.9(3)c Minimum of two direct exits to the outside from the main floor.

☐ 110.9(3)c All exits terminate at grade level with permanent steps.

☐ 110.9(3)c If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.

☐ 110.9(3)c If a basement window is used as an exit, the window is operable from the inside without the use of tools.

☐ 110.9(3)c The window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area.

☐ 110.9(3)c The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.

☐ 110.9(3)c Childcare is not provided above the second floor.

**110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "C"**

You are also considering applying for a Category C, I have listed the requirements below for your reference. I have also included a requirement check list with this document on additional break down of Category C requirements. If you are interested in placing an application or inquiring further please contact REGISTRATION AT 1-866-448-4605.

☐ 110.10(1) a Not more than 12 preschool children present at any one time, including infants.

☐ 110.10(1)b Of these 12 children, not more than four children under the age of 24 months are present at any one time.

☐ 110.10(1)c Not more than two additional school-age children present for less than two hours at any one time.

☐ 110.10(1)d Not more than two additional children who are receiving care on a part-time basis.

☐ 110.10(1)e Not more than sixteen children present when the emergency school closing exception is in effect.

☐ 110.10(1)e If more than 8 children are present at any one time due to an emergency school closing exception, the provider shall be assisted by a DHS-approved assistant who is at least 18 years of age.

☐ 110.10(1)f Both providers are present whenever 4 children under the age of 18 months are in care, and whenever more than 8 children are present.

☐ 110.10(2)(a) One provider who meets the following qualifications must always be present (unless this provider has a substitute):

☐ 110.10(2)a At least 21 years of old.

☐ 110.10(2)b Has a high school diploma or GED.

☐ 110.10(2)c Meets one of the following:

☐ 110.10(2)c Has five years of experience as a registered or nonregistered child care provider.

☐ 110.10(2)c Has child development associate degree or any two-or four-year degree in a child related field and four years of experience as a registered or nonregistered child care provider.

☐ 110.10(2)(b) The coprovider shall met the following requirements:

☐ 110.10(2)(b)a The provider is at least 20 years old.

☐ 110.10(2)(b)b Has a high school diploma or GED.

☐ 110.10(2)(b)c Meets one of the following:

☐ 110.10(2)(b)a Has two years of experience as a registered or nonregistered childcare provider.

☐ 110.10(2)(b)c Has a child development associate credential or any two or four-year degree in a child related field and one year of experience as a registered or nonregistered child care provider.

☐ 110.10(3) Facility requirements:

☐ 110.10(3)a There is a minimum of 35 square feet of child use floor space indoors for each child in care.

☐ 110.10(3)a There is a minimum of 50 square feet outdoors for each child in care.

☐ 110.10(3)b There is a separate quiet area for sick children.

☐ 110.10(3)c Has a minimum of two direct exits to the outside from the main floor.

☐ 110.10(3)c All exits terminate at grade level with permanent steps.

☐ 110.10(3)c If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside. If a basement window is used as an exit, the window is openable from the inside without the use of tools.

☐ 110.10(3)c The window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area.

☐ 110.10(3)c The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.

☐ 110.10(3)c Childcare is not provided above the second floor.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before _____.**

☐ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after _____.

X ☐ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: February 11, 2014.

X _____
Signature Date

Please call me if you have any further questions.

Sincerely,

Melissa Crawford
Child Development Home Compliance Checks
DHS, Dallas County
210 N 10th Street
Adel, IA 50003
(515) 993-1742 (ph)
515-564-4033 (fx)
mcrawfo@dhs.state.ia.us

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to

http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).